MōhioForms
User Guide

Introduction

This document contains all essential information for the user to make full use of MōhioForms from the Mōhio product suite. This user guide includes a description of the functions and capabilities of the MōhioForms.

Abbreviations

Abbreviation	Full text
PHO	Primary Health Organisation
PMS	Practice Management System (e.g., MedTech or MyPractice)
CVD	Cardiovascular disease
CVR	Cardiovascular disease risk (percentage)
NZGG	New Zealand Guidelines Group
MT32	MedTech32
IRD	Inland Revenue Department
BCTI	Buyer Created Tax Invoice
MOH	Ministry of Health
DHB	District Health Board

Translations

Māori	English
Mōhio	To know, understand, realise, comprehend, recognize

Contents

Mōhio Platform

Mōhio is a complete end-to-end electronic system for a PHO covering claims, referrals, budget holding, patient management, reporting, data collection and performance.

Mōhio Platform for Practices

MōhioForms

MōhioForms is the electronic claiming, referrals, and information collection system. It works alongside the other Mōhio applications like MōhioExpress and MōhioReports.

|Features

1. **Real-time and dynamic forms**
   All forms are dynamically generated and only presents the information required to you. The fields on each form are clearly marked as mandatory if applicable, and all the data is instantly saved back to the Mōhio database in real time on submitting the form.
2. **Instant Claim Validation**
   Claims are validated and displayed as the information is entered into the forms and a confirmation is given on submitting the form.
3. **Integration with PMS**
   Every form will populate certain fields with information from the PMS and will write back necessary data from the form back into the PMS when it is submitted.
4. **Standards met**
   All form functionalities meet the necessary standards. For example, the CVD Risk score assessment calculation has been externally audited and over 1000 unit-tests are applied against the national guidelines with every update.

How does it work?

|Launch

Click on the icon at the bottom of MōhioExpress to launch the MōhioForms. This does require the user to be signed in to MōhioExpress as a prerequisite.

Click here to open MōhioForms

|Home Page

On launch, the user will be presented with the Home page of MōhioForms where they can see the list of forms available to them, PHO's message of the day and/or any important notices, contact of the Support team and other information such as budgets available to the Practice.

| List of forms and programmes | Contact details of the Support team and links to other PHO services |

|Layout

The user can select a form from the list provided on the Home page of MōhioForms (can revisit this page from any other tab at any time by selecting the **Menu** tab at the top of the window). The selected form will be displayed under the **Form > Main** tab and all other tabs will load information relevant to the form selected by the user.

Information from the PMS will be automatically populated onto all applicable fields of the form making it easier for the user to look at current values before updating them.

Elements on the form (text fields, checkboxes etc) with a yellow background color are mandatory fields and need to be completed before attempting to submit the form. If any element has incorrect information entered into it, the form will alert the user by changing the background color of it to red, and also display hints underneath to assist the user to make a valid entry.

Along with completing the necessary data on the form, the user can also review any Claims or Decision Support that may be of assistance.

The layout of MōhioForms is explained via an example below (form template used: **Mōhio CVD /Diabetes 2019**)

|tab: Provider

Allows the user to fill in their Provider details. This section is mandatory, and all fields have to be filled in before attempting to submit the form.

MedTech users can configure their Provider details under their staff account in MedTech which allows MōhioForms to automatically find and populate this information on to the Provider tab fields, so the user does not have to enter this information every time they open a form.

|tab: Patient

Patient related information needs to be completed under the Patient tab. Most of the fields will automatically populate information from your PMS if you have entered them in the PMS.

|tab: Form > Information and Eligibility

Information about the selected form and all eligibility criteria will be listed here.

|tab: Form > Main

The selected form will be loaded under this tab. When a user clicks on the form name from the Home page, this tab will open first taking the user straight to the form. The user can see any claim amounts and the budget available at the bottom of the form.

|tab: Form > Claims

All claims relevant to the form selected will be displayed here along with their eligibility criteria.

MohioForm — □ ×

MohioForms   Menu   Provider   Patient   **Form**   Back Office   Budgets   Care Plan

Mohio CVD/Diabetes 2019(4021)   Information and Eligibility   Main   **Claims**   Decision Support ❶

PHO Performance Programme (PPP)

> *This form always contributes data towards your PPP performance targets and bonus payment.*

Smoking Cessation (FFP)

☐ Claim

This claim is worth: $4.35+gst; but why isnt a valid claim generated?
- ◦ There isn't a budget available to cover this claim.
- ◦ Patient not eligible for FFP funding, they must be one of: Maori, Pacific, Quintile 4 or 5.
- ◦ Not a current smoker

Budgets for this claim are:

CVD Risk Assessment (IIA)

☐ Claim

This claim is worth: $20.00+gst; but why isnt a valid claim generated?
- ◦ Patient is not eligible, they must be Maori.
- ◦ The patient has already had this service claimed 1/1 times within 360 days.

Budgets for this claim are:
- ◦ IIA CVD Risk Assessment with $ available

Logged in: No ▲   Claim: $ Budget remaining: $

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Park this form   **Minimise Form**   **Submit**   **Cancel**

|tab: Form > Decision Support

Allows in decision making with the help of the Decision Support Tool for the CVD Diabetes Form.

|tab: Back Office

The Back Office tab shows the behind-the-scenes debugging information sent to NHC PHO.

Metric Name	Value
Tests	Start Install Test
Tests	Start Full Test
Speed Tests	Open Speed Test
Keypresses	2
Clicks	10
Browser - Dimensions - Screen	1680x1050
Browser - Dimensions - Browser	787x719
Browser - UserAgent	Mozilla/5.0 (Windows NT 6.2; WOW64) AppleWebKit/537.22 (KHTML, like Gecko) Chrome/25.0.1364.152 Safari/537.22
Timing - Document Open	Fri Apr 16 2021 16:08:33 GMT+1200 (New Zealand Standard Time)
Timing - Document Ready	Fri Apr 16 2021 16:08:34 GMT+1200 (New Zealand Standard Time)
Timing - Document Ready End (ms)	218
Trusted Site	Non-IE Browser
Language	en-US

|tab: Budgets

Shows all available budgets for the Practice.

|tab: Care Plan

This tab shows the patient's shared care plan.

Alerts and Prompts

MōhioForms will display any prompts to the user assisting them in completing and submitting the forms successfully.

Invalid Form

Any time the user attempts to submit a form with invalid or missing information, MōhioForms will display an alert in a pop-up window titled 'Invalid Form (Cannot Submit)'. This window will list the business rules for the form and will address any fields that do not meet these rules.

The user can review the information from here and go back to the form by clicking on the button at the bottom, and fix the issues address in the alert.

|Prompts

Additionally, the user might also be prompted for additional information while completing the form. The below screenshot is an example where the user has to choose a Retinal Screening Referral date. Once selected, the user can click on **Save and Continue** to go back to the form.

Retinal Screening Referral   ✕

You have indicated that this patient has not yet received retinal screening. Please enter the date of referral to retinal screening (or todays date if making a referral).

Retinal Screening Referral:

Referral Date

| | dd/mm/yyyy |

☐ incalculable

Save and Continue

Mōhio User Guide: **MōhioForms**

Actions

There are buttons at the bottom of the MōhioForms window each associated with an action. These are explained below.

Minimise Form

The user can minimise a form by clicking on this button. The minimised view is as shown in the image below with a button to bring the form back to the normal view.

Submit

This button attempts to submit the form and does it successfully if there are no errors in the form. If it finds an error, an alert is displayed. In the event of a successful submission, information from the form is sent to the Mōhio database and also written back into the PMS.

Cancel

Closes the MōhioForms window.

ⓘ Park this form

Currently this feature does not work all the time, and as a result the Mōhio Development Team recommends users to not use this button until it's either fixed or removed from the form.

FAQs

Q: How do I know if I am eligible for a Claim?
A: While in MōhioForms window, select the form from the Home page (Menu tab). Once the form loads, click on the **Form > Claims** tab to view all the available claims for the selected form. You can see the claim amount and the eligibility criteria for each claim available. If you have already submitted the claim, you can re-open the form and view this information.
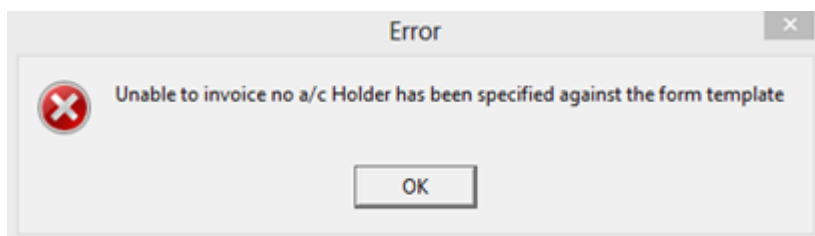
For eligibility guidelines and rules for each programme, or if you need an explanation regarding a claim, please contact your PHO.

Q: Why am I not able to see a particular form I was expecting in my list?
A: The list of available MōhioForms is determined based on the settings configured for your Mōhio account. If you are not able to see a particular form you were expecting in your list, maybe this form was not added to your account – either intentionally or by mistake. Please contact Mōhio Support to get a clarity on this.

Q: Why do I get the following error when submitting a form?

A: MōhioForms require an account to be created in MedTech against which the invoices will be created to. This is part of the Mōhio setup process for the Practice, and the above error message will be thrown if this account has not been specified. The selected MōhioForms will still be submitted, but no invoice will be generated.

In order to fix this, follow the instructions below.
1. In MedTech32, go to **Setup > Advanced Form > Advanced Forms Manager**
2. From the Advanced Forms window, select the appropriate publisher
3. Now from the list of forms, find and double click on the Mōhio advanced form which will be titled 'MōhioForms (Express)'. This will open a new window.
4. Click on the **Actions** tab

5. At the bottom of the window there is a check box titled 'Create Invoice to Account'. Make sure this is ticked, and the appropriate PHO account is selected. (see image below for reference)

Q: Why do I get the following error when submitting a form?

A: This error message comes up because the service code mentioned in the error message is either inactive or missing from your MedTech application. This service code is required for the selected form to be submitted. The solution is to add the service code mentioned in the error message to your MedTech application.

To do this, follow the instructions below.

> **Note**
>
> The instructions below are specific to MedTech32 and the Service **MFDNSW**.

1. Go to **Setup > Accounting > Services**. This opens the Service window.
2. Press **CTRL + N** or click on the icon on the top-left corner of the window to add a new service.
3. Fill in the following, and click **OK**
   - **Code**: MFDNSW
   - **Description**: WDHB DCIP Nursing Services
   - **Service Fee**: 0

> **Note**
>
> Make sure to enter the **Code** and **Description** exactly as given to you by the Mohio team. For all the services created, enter the **Service Fee** as $0.00 as MōhioForms will calculate this automatically.
>
> For **MedTech Evolution** users, the Services screen can be accessed by going to **File > Options**, then choose **Accounting > Service**. From there, the instructions are similar to that of MedTech32.